

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Recreation Supervisor

BAND	GRADE	
E	920	
<b>DEPARTMENT:</b> Parks & Recreation	<b>ACCOUNTABLE TO:</b> Division Manager	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for performing a wide variety of specialized professional programmatic and administrative support in developing and coordinating the City's recreation programs. Duties include: performing and coordinating program activities; researching, analyzing and evaluating programs and recommending changes; providing lead and technical support to staff; resolving program related issues; coordinating activities with other departments; coordinating staff training; conducting studies; assisting in planning and implementing special projects; and, writing and reviewing requests for proposals and bids.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Recreation Supervisor is a stand alone classification and is distinguished from other classifications due to its responsibility for the overall development and coordination of City-wide recreation programs.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises departmental operations to include: monitoring division budget and work flow; assigning work; ensuring compliance with and training staff on policies and procedures; providing technical guidance and direction to staff; conducting regular staff meetings; evaluating staff; discipline; handling complex tasks; recruiting volunteers; resolving problems and handling complaints; evaluating programs and operations; and, recommending changes.	Daily	
2.	Coordinates, performs and/or administers a variety of specialized City-wide activities or programs which may include preparing and monitoring requests for proposals/bids, program grants and conducting studies.	Daily	

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3.	Provides direction and support to City employees and departmental staff in interpreting program related policies, procedures and requirements. Ensures policies and procedures are in compliance with laws and regulations.	Daily	
4.	Researches and works on special projects to include: Boys and Girls Club Study; Big Brothers/Big Sisters partnerships; Child Enrichment Fund; Havasu for Youth tutoring; LHHS Disrtrict Calendar Committee; Healthy Kids Coalition, etc.	Weekly	
5.	Maintains departmental/program records and databases.	Weekly	
6.	Participates in meetings and ensures department/program or City's interests are represented. Serves as a liaison between the department/program and other departments and outside organizations and agencies.	Weekly	
7.	Manages contracts and vendors, including negotiating service and price, preparing agreements and contracts, and implementing updated liability, security and safety procedures.	Weekly	
8.	Develops, recommends changes and implements changes in program related policies, procedures, standards and guidelines.	Monthly	
9.	Assists in preparing the departmental budget by gathering and organizing historical data and requests for new equipment or improvements.	Annually	
10.	Performs other duties of a similar nature or level.	As Required	

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**Knowledge** (position requirements at entry):

Knowledge of:

- Research methodology;
- Theories and principles related to recreation, including knowledge of local and statewide resources;
- Federal youth grant regulations;
- National Federation of Sports Association and AIA [what is this?] rules and regulations;
- Complex mathematical computations;
- Policy development techniques;
- Laws and regulations governing area of assignment, including working with children (i.e., domestic relations orders, sexual abuse, etc.).

**Skills** (position requirements at entry):

Skill in:

- Monitoring work flow and assigning work;
- Reviewing and evaluating staff;
- Gathering, organizing and analyzing data;
- Coordinating, organizing and managing multiple programs or activities;
- Preparing budgets;
- Tracking budget expenditures;
- Developing policies, procedures, standards and guidelines;
- Interpreting policies and procedures;
- Resolving problems and handling sensitive matters;
- Public speaking/presentations;
- Grant writing;
- Procuring materials, supplies and services, including negotiating contracts;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor's Degree in a recreation-related field and three years of related professional experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Position requires:

- Valid Arizona Driver's License

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**Physical Requirements:**

Positions in this class typically require: sitting, mobility, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Human Resources/Risk Management (jls)

Date: 11/07

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